

**Corporate Training**  
**239-433-6963**

## **Department of Corporate Training**

### **Microsoft Office Specialist MOS Excel 2010- test prep**

Microsoft Office Specialist (MOS) Excel 2010 certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers. This test prep workshop prepares students for the type of questions they may encounter during the MOS Excel exam.

MOS Excel 2010 shows the world that you have the skills to tap the full features and functionality of Microsoft Office Excel 2010. You can demonstrate your increased performance, individual differentiation and personal confidence. The MOS Excel 2010 credential allows individuals to validate their skills and progress toward their career goals.

Subjects covered include:

Managing the worksheet environment  
Creating cell data  
Formatting cells and worksheets  
Managing worksheets and workbooks  
Applying formulas and functions  
Presenting data visually  
Sharing worksheet data with other users  
Analyzing and organizing data

#### **Course Requirements:**

Participants must have completed Excel 2010:

- Level 1, 2 and 3 courses or
- have equivalent experience.

**Class duration:** 6 hours

*Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to Title IX/Equity Officer, Florida SouthWestern State College, 8099 College Parkway, Fort Myers, FL 33919, (239) 489-9305*